

**LMS INTERNAL ASSESSMENT  
ANNUAL SCHEDULE  
FY 2002**

The Annual Schedule represents a plan to ensure internal assessment of compliance to established LMS management controls. It provides for sufficient review of all Center organizations and process areas to enable overall evaluation of the suitability, adequacy and effectiveness of the Langley Management System as well as to provide the management information necessary to promote its continued improvement. In accordance with LMS-CP-2305, this plan is subject to revision based on criteria defined. *Sub-topics listed below each process area noted are identified as possible areas to be addressed, these sub-topics are not intended to be all inclusive.* The assigned Lead Assessor will coordinate details relating to specific site visits.

Last Updated: July 26, 2002.

| Process to be Assessed  | Lead Assessor(s) Assigned | Objective   | Relevant LMS Policy Manual Clauses  | Month Scheduled            |
|---|---------------------------|---|---|----------------------------|
| Patent Licensing and related commercialization activities:<br>➤ Technology transfer<br>➤ Administration of patent licenses  | Gary Carl                 | All applicable LMS management controls and ISO 9001 – 1994 compliance | LMS-PM Rev. D<br><br>LMS-PM 1.3<br>LMS-PM 1.5<br>LMS-PM 1.9<br>LMS-PM 1.16<br>LMS-PM 1.18                 | Deferred Start to Jan 2002 |
| Internal Assessment and Corrective, Preventive and Improvement Action Process<br>(actions tracked using CAP Tracs)<br>LMS-CP-2305<br>LMS-CP-2303<br>LMS-OP-2309   | Harold Mitchell<br>GSFC   | All applicable LMS management controls and ISO 9001 – 1994 compliance | LMS-PM Rev. D<br><br>LMS-PM 1.1<br>LMS-PM 1.5<br>LMS-PM 1.14<br>LMS-PM 1.16<br>LMS-PM 1.17<br>LMS-PM 1.18 | Oct/Nov/Dec 2001           |
| Educational Outreach, including:<br>➤ Mgmt. of student programs<br>➤ Contractor/grantee oversight<br>➤ Performance indicators (metrics)   | Pam McCoy                 | All applicable LMS management controls and ISO 9001 – 1994 compliance | LMS-PM Rev. D<br><br>LMS-PM 1.1<br>LMS-PM 1.3<br>LMS-PM 1.5<br>LMS-PM 1.9<br>LMS-PM 1.16                  | Oct/Nov/Dec 2001           |
| External Communication Processes:<br>➤ Alignment with strategic goals<br>➤ Public relations and Community Outreach Activities<br>➤ Communication of research programs<br>➤ Collection, Analysis, Reporting, and Mgmt Response to External Feedback from Product Users and Funders | Joe Faulkner              | All applicable LMS management controls and ISO 9001 – 1994 compliance | LMS-PM Rev. D<br><br>LMS-PM 1.3<br>LMS-PM 1.5<br>LMS-PM 1.9<br>LMS-PM 1.14<br>LMS-PM 1.16<br>LMS-PM 1.18  | Oct/Nov/Dec 2001           |

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|--|----------------------------------|---|--|------------------------|
| Development, Implementation, and Monitoring of Task Agreements   | Gary Carl                        | All applicable LMS management controls and ISO 9001 – 1994 compliance | LMS-PM Rev. D<br><br>LMS-PM 1.1<br>LMS-PM 1.3<br>LMS-PM 1.5<br>LMS-PM 1.9<br>LMS-PM 1.16<br>LMS-PM 1.18  | Jan/Feb/Mar 2002       |
| Flight Simulation Activity, including but no limited to:<br><br>➤ Product user requirements definition<br>➤ Set-up. Operations<br>➤ Data recording and reporting<br>➤ Configuration management   | Gary Carl                        | All applicable LMS management controls and ISO 9001 – 1994 compliance | LMS-PM Rev. D<br><br>LMS-PM 1.3<br>LMS-PM 1.4<br>LMS-PM 1.5<br>LMS-PM 1.7<br>LMS-PM 1.9<br>LMS-PM 1.14<br>LMS-PM 1.16                                | Jan/Feb/Mar 2002       |
| Management of employee training, including but not limited to::<br><br>➤ Professional Entrance Training Review Committee<br>➤ Development of personnel and professional certification<br>➤ Assessment of Center Training needs<br>➤ On-site training / Off site training<br>➤ Recording of Completed Training<br>➤ Effectiveness of Training | Joe Faulkner                     | All applicable LMS management controls and ISO 9001 – 1994 compliance | LMS-PM Rev. D<br><br>LMS-PM-1.1<br>LMS-PM 1.5<br>LMS-PM 1.9<br>LMS-PM 1.16<br>LMS-PM 1.18  | Jan/Feb/Mar 2002       |
| IT Security processes:<br><br>➤ Computer systems risk assessment<br>➤ Implementation of Agency policy  | Joe Faulkner                     | All applicable LMS management controls and ISO 9001 – 1994 compliance | LMS-PM Rev. D<br><br>LMS-PM 1.3<br>LMS-PM 1.5<br>LMS-PM 1.9<br>LMS-PM 1.14<br>LMS-PM 1.16<br>LMS-PM 1.18   | Jan/Feb/Mar 2002       |
| Design and Conduct of Laboratory Experimentation:<br><br>➤ Laboratory risk evaluation<br>➤ Configuration management<br>➤ R & T development<br>➤ Multi-disciplinary designs of advanced aerospace materials   | Pam McCoy                        | All applicable LMS management controls and ISO 9001 – 1994 compliance | LMS-PM Rev. D<br><br>LMS-PM 1.3<br>LMS-PM 1.4<br>LMS-PM 1.5<br>LMS-PM 1.9<br>LMS-PM 1.11<br>LMS-PM 1.12<br>LMS-PM 1.15<br>LMS-PM 1.16<br>LMS-PM 1.18 | Jan/Feb/Mar 2002       |
| Export Control, Including:<br>➤ Software release<br>➤ Publications   | Ken Young (L)<br>Pam McCoy       | All applicable LMS management controls and ISO 9001 – 1994 compliance | LMS-PM Rev. D<br>LMS-PM 1.1<br>LMS-PM 1.3<br>LMS-PM 1.9<br>LMS-PM 1.5<br>LMS-PM 1.16<br>LMS-PM 1.18  | Mar 2002               |

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|--|----------------------------------|---|--|------------------------|
| Aerospace System Design, Implementation, Testing, and Integration activities:<br><ul style="list-style-type: none"> <li>➤ Development plans</li> <li>➤ Design controls and verification</li> <li>➤ Review and approval of design changes</li> <li>➤ Configuration management</li> </ul>            | Pam McCoy                        | All applicable LMS management controls and ISO 9001 – 1994 compliance | LMS-PM Rev. D<br><br>LMS-PM 1.1<br>LMS-PM 1.3<br>LMS-PM 1.4<br>LMS-PM 1.5<br>LMS-PM 1.8<br>LMS-PM 1.9<br>LMS-PM 1.10<br>LMS-PM 1.11<br>LMS-PM 1.12<br>LMS-PM 1.14<br>LMS-PM 1.15<br>LMS-PM 1.16<br>LMS-PM 1.18 | Apr/May/Jun 2002       |
| Security processes, to include but not limited to:<br><ul style="list-style-type: none"> <li>➤ Foreign travel</li> <li>➤ On-site visitors</li> <li>➤ Management of security for Facilities, Personnel, Classified information, etc.</li> </ul>   | Gary Carl                        | All applicable LMS management controls and ISO 9001 – 1994 compliance | LMS-PM Rev. D<br><br>LMS-PM 1.1<br>LMS-PM 1.3<br>LMS-PM 1.5<br>LMS-PM 1.9<br>LMS-PM 1.15<br>LMS-PM 1.16<br>LMS-PM 1.18   | Apr/May/Jun 2002       |
| Procurement processes:<br><ul style="list-style-type: none"> <li>➤ Evaluation of contractor performance</li> <li>➤ R&amp;D programs and contracting</li> <li>➤ Development and Implementation of Contractor Surveillance Plans</li> </ul>  | Joe Faulkner                     | All applicable LMS management controls and ISO 9001 – 1994 compliance | LMS-PM Rev. D<br><br>LMS-PM 1.3<br>LMS-PM 1.5<br>LMS-PM 1.6<br>LMS-PM 1.9<br>LMS-PM 1.16<br>LMS-PM 1.18  | Apr/May/Jun 2002       |
| Legal Support Services:<br><ul style="list-style-type: none"> <li>➤ Advice, Counsel, and Preventive Law</li> <li>➤ Dispute resolution</li> </ul>   | Gary Carl                        | All applicable LMS management controls and ISO 9001 – 1994 compliance | LMS-PM Rev. D<br><br>LMS-PM 1.1<br>LMS-PM 1.3<br>LMS-PM 1.5<br>LMS-PM 1.9<br>LMS-PM 1.16<br>LMS-PM 1.18  | May/Jun 2002           |
| LaRC Safety Program and related processes:<br><ul style="list-style-type: none"> <li>➤ Accident Reporting</li> <li>➤ Corrective, Preventive and Improvement Action</li> <li>➤ Mgmt Review : Executive Safety Board</li> <li>➤ Emergency Preparedness</li> <li>➤ Employee Communications</li> </ul> | Joe Faulkner                     | All applicable LMS management controls and ISO 9001 – 1994 compliance | LMS-PM Rev. D<br><br>LMS-PM 1.1<br>LMS-PM 1.4<br>LMS-PM 1.5<br>LMS-PM 1.9<br>LMS-PM 1.14<br>LMS-PM 1.15<br>LMS-PM 1.16<br>LMS-PM 1.18  | Apr/May/June 2002      |

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| <b>Management Review Processes:</b> <ul style="list-style-type: none"> <li>➤ Boards and Councils</li> <li>➤ QMR</li> <li>➤ AMR</li> <li>➤ Center-wide Corrective, Preventive and Improvement Action activities (all those <u>not</u> tracked using CAP Tracs) LMS-CP-2302</li> </ul>   | Pam McCoy                 | All applicable LMS management controls and ISO 9001 – 1994 compliance | LMS-PM Rev. D<br><br>LMS-PM 1.1<br>LMS-PM 1.3<br>LMS-PM 1.5<br>LMS-PM 1.9<br>LMS-PM 1.14<br>LMS-PM 1.16<br>LMS-PM 1.18  | Apr/May/Jun 2002 |
| <b>Workforce Planning and Deployment:</b> <ul style="list-style-type: none"> <li>➤ Performance Planning               <ul style="list-style-type: none"> <li>➤ Alignment with OUP</li> <li>➤ Current and complete set of PP's</li> </ul> </li> <li>➤ Evaluation and management of human resource complement</li> <li>➤ Skill mix and work allocation</li> <li>➤ Planning and deployment of work force to meet Center commitments</li> <li>➤ Commitment of workforce in task agreements</li> </ul>            | Gary Carl                 | All applicable LMS management controls and ISO 9001 – 1994 compliance | LMS-PM Rev. D<br><br>LMS-PM 1.1<br>LMS-PM 1.2<br>LMS-PM 1.3<br>LMS-PM 1.5<br>LMS-PM 1.9<br>LMS-PM 1.16<br>LMS-PM 1.18   | Apr/May/Jun 2002 |
| <b>Atmospheric Sciences Research Planning and Experimentation:</b> <ul style="list-style-type: none"> <li>➤ Developing research projects</li> <li>➤ Understanding the global climate</li> <li>➤ Earth sciences and chemistry</li> <li>➤ Reporting research results</li> </ul>  | Joe Faulkner              | All applicable LMS management controls and ISO 9001 – 1994 compliance | LMS-PM Rev. D<br><br>LMS-PM 1.1<br>LMS-PM 1.3<br>LMS-PM 1.4<br>LMS-PM 1.5<br>LMS-PM 1.8<br>LMS-PM 1.10<br>LMS-PM 1.11<br>LMS-PM 1.12<br>LMS-PM 1.13<br>LMS-PM 1.14<br>LMS-PM 1.15<br>LMS-PM 1.16<br>LMS-PM 1.18 | Jul/Aug/Sep 2002 |
| <b>Aircraft Operations, including but not limited to:</b> <ul style="list-style-type: none"> <li>➤ ASRB</li> <li>➤ Related flight activities</li> <li>➤ Product user requirements definition</li> <li>➤ Set-up</li> <li>➤ Data recording</li> <li>➤ Data reporting</li> <li>➤ Pilot training</li> <li>➤ Aircraft maintenance, operating procedures, safety procedures including catastrophic failures</li> <li>➤ Aircraft configuration control</li> <li>➤ Security access</li> <li>➤ Environment</li> </ul> | Pam McCoy                 | All applicable LMS management controls and ISO 9001 – 1994 compliance | LMS-PM Rev. D<br><br>LMS-PM 1.1<br>LMS-PM 1.3<br>LMS-PM 1.5<br>LMS-PM 1.9<br>LMS-PM 1.14<br>LMS-PM 1.16<br>LMS-PM 1.18  | Jul/Aug/Sep 2002 |

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|--|----------------------------------|--|---|------------------------|
| Wind tunnel testing, including: <ul style="list-style-type: none"> <li>➤ Operator Certification</li> <li>➤ Set-up</li> <li>➤ Testing</li> <li>➤ Reporting results, verification of test results</li> <li>➤ Customer survey, Handling of customer complaints</li> <li>➤ Corrective and/or preventive action</li> <li>➤ Standard Operating Procedures/ Safety procedures</li> <li>➤ Catastrophic failures</li> <li>➤ Process nonconformance</li> </ul> | Joe Faulkner                     | All applicable LMS management controls | LMS Policy Manual Rev. E<br><br>Clauses are N/A | Jul/Aug/Sep 2002       |
| Document Control Processes <ul style="list-style-type: none"> <li>➤ LPS</li> <li>➤ LDMS</li> <li>➤ CMOL</li> <li>➤ LFS</li> <li>➤ Records Management</li> <li>➤ Development, Review and Maintenance of Web Sites in the LaRC Domain</li> </ul>   | Gary Carl                        | All applicable LMS management controls | LMS Policy Manual Rev. E<br><br>Clauses are N/A | Jul/Aug/Sep 2002       |
| Calibration, including: <ul style="list-style-type: none"> <li>➤ In-situ Task Descriptions</li> <li>➤ Recall system</li> <li>➤ Physical calibration</li> <li>➤ Capability of equipment</li> <li>➤ Validation of previous testing for equipment that is found to be out of tolerance</li> <li>➤ In-Flow systems</li> </ul>  | Gary Carl                        | All applicable LMS management controls | LMS Policy Manual Rev. E<br><br>Clauses are N/A | Jul/Aug/Sep 2002       |
| Relationship and Integration of LMS Processes: <ul style="list-style-type: none"> <li>➤ Inputs/Outputs</li> <li>➤ Alignment of Objectives to SQF</li> <li>➤ Clarity of Definition</li> </ul>   | Pam McCoy                        | All applicable LMS management controls | LMS Policy Manual Rev. E<br><br>Clauses are N/A | Jul/Aug/Sep 2002       |
| LMS ISO 9001:2000:Transition <ul style="list-style-type: none"> <li>➤ Gap Analysis</li> <li>➤ Transition Plan</li> <li>➤ Plan Implementation</li> <li>➤ Effectiveness Determination</li> </ul>   | Ken Young                        | All applicable LMS management controls | LMS Policy Manual Rev E<br><br>Clauses are N/A  | Jul/Aug/Sep 2002       |

Original Signed By: \_\_\_\_\_

Approved By: Kathryn C. Suddreth  
Internal Assessment Program Manager, Acting